

The Basics of Open Access

Criminal

(Includes Misdemeanor,
Felony and Traffic)



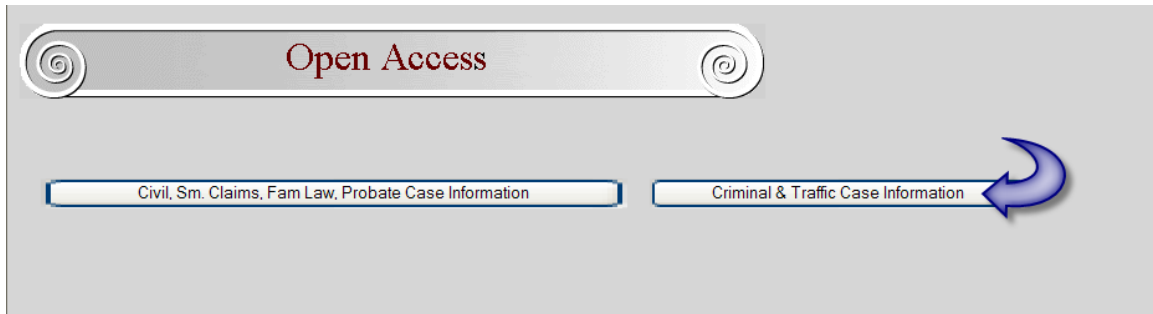
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Welcome to Riverside Superior Court's Open Access to case information!

Getting started...

1. Click on the Criminal and Traffic Case Information button. (Figure 1)



(Figure 1)

Logging into Open Access

1. Select the appropriate court from the drop down box. (Figure 2)



(Figure 2)

2. Type the Operator Code of GUEST - no password required. (Figure 3)

Log On To Open Access

You Must Log On Before Using Case Information 7.1

Court: C - Riverside Criminal & Traffic Select a Court from the Drop Down List

Operator Code: Enter GUEST for the Operator Code

Password: **No Password Required**

☐ Save This Information

Log On

(Figure 3)

3. For future logging in, you can save the Operator Code by placing a check mark next to 'Save this Information.' (Figure 3)
4. Click 'Log On' to complete the process.
5. After successfully logging in, the Open Access menu options will display. (Figure 4)

Open Access

Welcome To Case Information 7.1 - Riverside Criminal & Traffic.

Case Number Search Defendant Search Calendar Search

Master Name Search

Log On/Choose Different Court

Go To Civil System

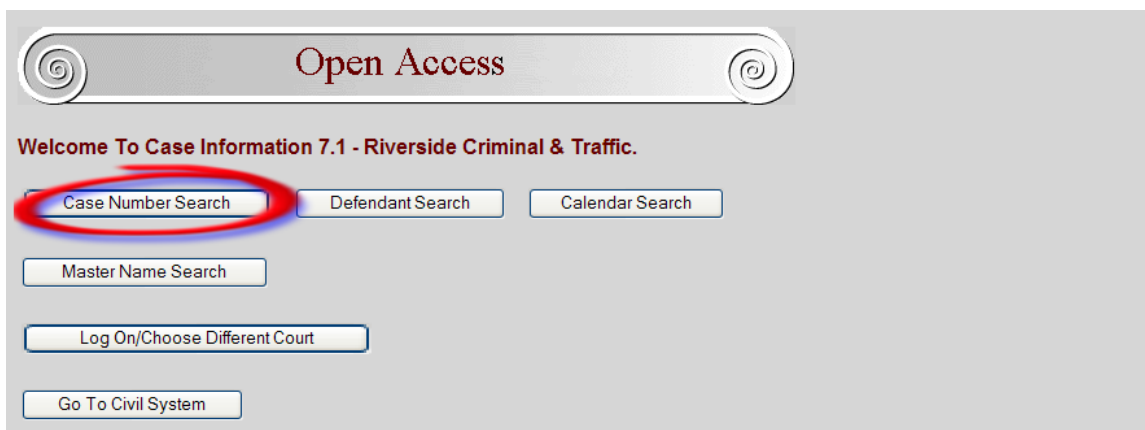
(Figure 4)

Open Access offers multiple search options. The following pages (5-15) will illustrate the use of each option.

Open Access Menu Options – Case Number Search

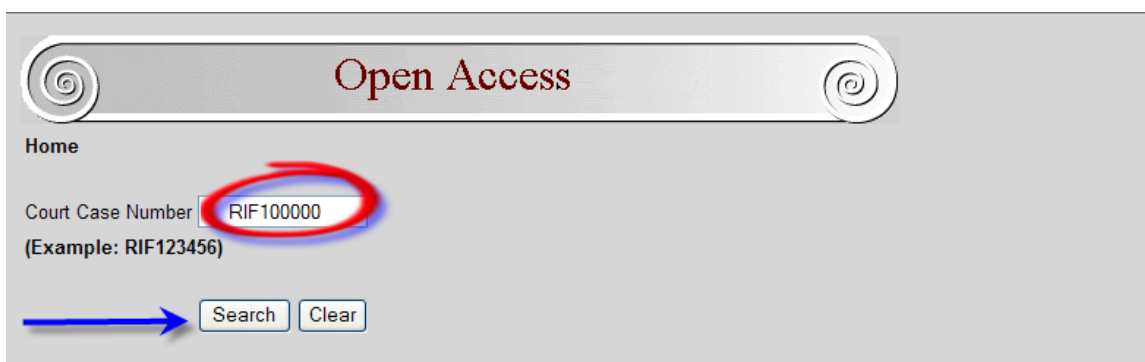
‘Case Number Search’ allows the user to search by case number and requires the entry of the entire case number (alpha and numeric characters where applicable).

1. Click on the ‘Case Number Search’ button. (Figure 5)



(Figure 5)

2. Enter the case number or citation number and click the Search button. (Figure 6)



(Figure 6)

3. The Case Number Search will retrieve the Case Defendants screen. From this screen the user can define the search by either the defendants name or by the count/charge. (Figure 7)

| Seq | Defendant | Next Court Date | Status | Agency / DR Number | Arrest Date | Count 1 Charge | Violation Date |
|------------------------------|--------------------------|-----------------|--------|-----------------------|-------------|----------------|----------------|
| 1 | KOAHOU JR, FRANCIS MOSES | | | RSMV MVR01297032 | 10/24/2001 | HS 11377 | 10/24/2001 |
| ALIAS: KOAHOU, FRANCIS MOSES | | | | | | | |
| ALIAS: KOHOU, FRANCIS MOSES | | | | | | | |
| ALIAS: KOHOU, FRANCIS MOSES | | | | | | | |

(Figure 7)

4. If the user clicks on the defendants name the Defendant Status window will appear. (Figure 8)

Home Def. Status Def. Info Charges Actions Minutes Probation

Case Report Fine Info

Open Quick Search

Defendant 1 of 1

Case RIF100000 Defendant 190051 - KOAHOU, FRANCIS MOSES

| | | | |
|--------------|-----------------------|------------------|------------------|
| Filing Type | Certified to Superior | Custody | In Custody |
| Ordered Bail | \$0.00 | Filing Date | 10/26/2001 |
| D.A. | MARINO | Posted Bail | \$0.00 |
| Next Action: | | Defense | DPD-COLLINS |
| | | Deputy Report #: | RSMV MVR01297032 |

| Warrant | Type | Status | Issued | Affidavit |
|---------|------|----------|------------|-----------|
| | BEN | RECALLED | 03/01/2002 | N/A |

| Probation | Type | Granted | Expiration |
|-----------|--------|------------|------------|
| | Formal | 01/29/2002 | 02/02/2005 |

Figure 8

5. If the user clicks on the count/charge the Charges window will appear. (Figure 9)

| Charges | | | | | | |
|---|-------------|-----------|--|----------------|---------|-------------|
| Home | Def. Status | Def. Info | Charges | Actions | Minutes | Probation |
| Case Report | Fine Info | | | | | |
| Open Quick Search | | | | | | |
| Defendant 1 of 1 | | | | | | |
| Case RIF100000 Defendant 190051 KOAHOU, FRANCIS MOSES | | | | | | |
| Arrest Charges | | | | | | |
| Count | Charge | Severity | Description | Violation Date | Plea | Status |
| 1 | HS 11377 | F | Possession of Narcotics | 10/24/2001 | | |
| Filed Charges | | | | | | |
| Count | Charge | Severity | Description | Violation Date | Plea | Status |
| 1 | HS 11379(A) | F | Import/sale/distrib. controlled substance into state | 10/24/2001 | | CERT ACTIVE |
| 2 | HS 11377(A) | F | Possess Controlled Substances | 10/24/2001 | GUILTY | CERTIFIED |
| 3 | HS 11550(A) | M | Under Influence/Controlled Substance | 10/24/2001 | | CERT ACTIVE |
| Certified Charges | | | | | | |
| Count | Charge | Severity | Description | Violation Date | Plea | Status |
| 1 | HS 11379(A) | F | Import/sale/distrib. controlled substance into state | 10/24/2001 | | DISMISSED |
| 2 | HS 11377(A) | F | Possess Controlled Substances | 10/24/2001 | GUILTY | CONVICTED |
| 3 | HS 11550(A) | M | Under Influence/Controlled Substance | 10/24/2001 | | DISMISSED |

(Figure 9)

- Whether the user accesses the case by defendants name or by the charge from the Case Defendants screen they can navigate through the case by the links at the top of the screen.

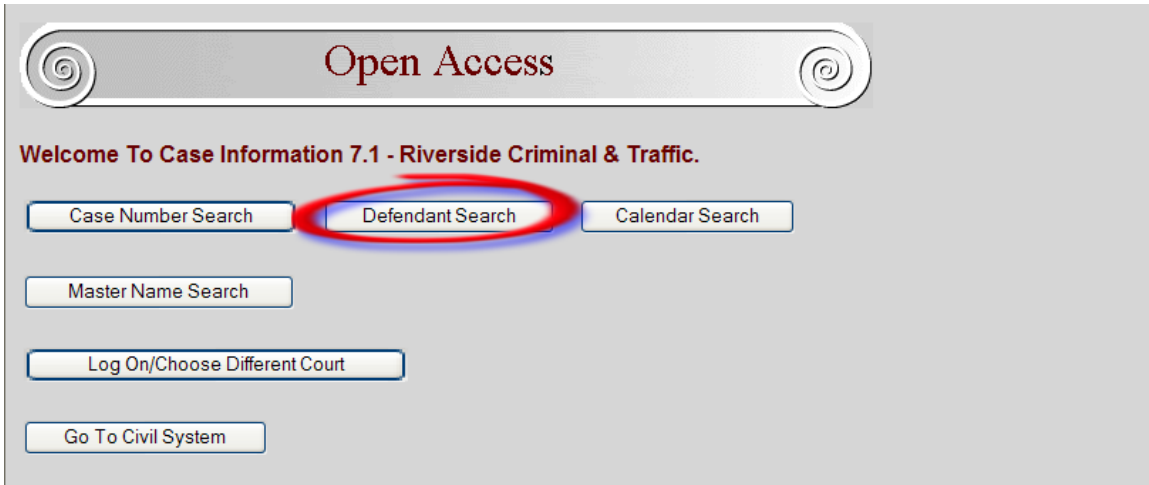
| Charges | | | | | | |
|-------------------|-------------|-----------|---------|---------|---------|-----------|
| Home | Def. Status | Def. Info | Charges | Actions | Minutes | Probation |
| Case Report | Fine Info | | | | | |
| Open Quick Search | | | | | | |

Figure 10

Open Access Menu Options – Defendant Search

'Defendant Search' allows the user to search by defendants name.

1. Click on the Defendant Search button. (Figure 11)



The screenshot shows the 'Open Access' header with a decorative scroll. Below it is the text 'Welcome To Case Information 7.1 - Riverside Criminal & Traffic.' There are five buttons: 'Case Number Search', 'Defendant Search' (highlighted with a red circle), 'Calendar Search', 'Master Name Search', and 'Log On/Choose Different Court'. At the bottom is a button labeled 'Go To Civil System'.

(Figure 11)

2. Start by populating the defendants name. (Figure 12)



The screenshot shows the 'Open Access' header. Below it is the text 'Home'. The form contains several input fields: 'Defendant Name - Last' (with a blue arrow pointing to it), 'First', 'M.I.', 'Driver's License Nbr', 'State:', 'Citation', 'DR Number', 'Booking', 'Filed Date', 'through', 'Limit results to' (with '50' in the input field and 'items' next to it), 'Search', and 'Clear' buttons. A red italicized note says 'Please qualify your search further by specifying one or more of the following:'.

(Figure 12)

a. Defendant Name – Last:

The Last Name must contain a minimum of 4 characters. Entering a partial Last Name will produce all variations of the entered characters. (For example: Enter 'Mars' as the Last Name, and click 'Search'.

The system should produce results with Last Name of 'Mars' or variations such as 'Marsa,' 'Marsac,' and 'Marsack')

b. Last Name and First Initial Search:

Enter at least 4 characters as the Last Name and 1 character as the First Name. (For example: Enter 'Marshall' as the Last Name and enter 'C' as the First Name. The results should reflect variations such as 'Carmen Marshall,' 'Carol Marshall,' etc.)

c. Last Name and First Name Search:

A more specific Name Search option is to enter an entire Last Name and the entire First Name. (For example: Enter 'Smith' as the Last Name and enter 'John' as the First Name)

d. Driver's License Number:

Enter the entire drivers license number (For example: Enter 'A123456' as the driver's license number and the results should produce all names that are associated with the specified license number)

e. Advanced Search Options:

Additional options, such as 'Filed Date,' 'through,' and 'Limited' results to' are options that require a 'Party Name' entry (such as those found in sections a-c, listed above) to correspond with the specified date ranges.

Defendant Search Results

The results produced with a defendant name search should list all names that match the search criteria. To view a case that is listed, click on the charge code link that corresponds with the name. (Figure 13)

| Defendant Names | | | | |
|--|---------------------|-------------|-------------|-----------------------------|
| Home | | | | |
| Name Search | | | | |
| If names appear in red they are AKA (Also Known As) names used by the defendant on the case. You should research further by clicking on the Charge to display the "True Name" on the case. | | | | |
| Name | Month/Year of Birth | Case Number | Filing Date | Count 1 Charge |
| MARS TRANSPORT, | 00/0000 | SWM069009 | 10/26/2007 | VC 34620(A) |
| MARS, | 00/0000 | BAM032397 | 08/09/2007 | VC 34620(A) |
| MARS, DARREN | 06/1963 | RIM468746 | 05/23/2005 | VC 21453A |
| MARS, DARREN B | 06/1963 | 353396DM | 03/15/2006 | VC 22350 |
| MARS, HELEN MARGUERITA | 09/1940 | 053177HM | 04/08/2003 | VC 21461A |
| MARS, JAMIE KATHRYN LEE | 04/1985 | 32157JM | 04/23/2007 | VC 22450A |
| AKA - MARS, JAMIE KATHRYNLEE | 04/1985 | 424224JL | 06/04/2007 | VC 22450A |

(Figure 13)

Open Access Menu Options – Calendar Search

The 'Calendar Search' allows the user to search by date and department.

1. Click on the Calendar Search button. (Figure 14)

| Open Access | | |
|---|------------------|------------------------|
| Welcome To Case Information 7.1 - Riverside Criminal & Traffic. | | |
| Case Number Search | Defendant Search | Calendar Search |
| Master Name Search | | |
| Log On/Choose Different Court | | |
| Go To Civil System | | |

(Figure 14)

3. Click on the desired calendar date you wish to view. (Figure 15)



(Figure 15)

4. The Criminal Calendar screen will appear. Next, select the department of which calendar you wish to view. (Figure 16)



(Figure 16)

- To select the Department click on the drop down list. All available departments will display. Select the Department you want to view, and click on the 'Display Calendar' button. (Figure 17)

The screenshot shows the 'Criminal Calendar' application. On the left is a 'Calendar Date' widget for June 2008. In the center, the 'Department' dropdown menu is open, displaying a list of departments including 07, 08, 09, 10, 11, 12, 146, 15, 16, 17, 18, 1A, 1B, 1C, 1D, 201, 202, 21, 21A, and 21FI. The '21FI' option is highlighted. Below the dropdown is an 'Open Sort Options' button. At the bottom, the 'Display Calendar' button is circled in red. To the right of the dropdown, there are checkboxes for 'Use Calendar Control Records' and 'Only Show Hearings That Have Not Been Dispositioned', and a 'Calendar Control Group' dropdown set to '0'.

(Figure 17)

- If the system is able to locate hearings that meet the specified criteria the results should display. (Figure 18)

The screenshot shows the 'Criminal Calendar' application with the 'Display Calendar' button clicked. The results are displayed in a table below. A blue arrow points from the 'Display Calendar' button to the table. The table has columns for Time, Case Number, Defendant Name, Description, and Charges. The results show three hearings for department 21.

| Time | Case Number | Defendant Name | Description | Charges |
|---------|---------------------------|-------------------------|--|---|
| 7:30 AM | SWM050174 | BELL, JUSTIN LEE | Hearing on Petition to Revoke/Modify/Terminate Probation pursuant to 1203.2(b) PC. | PC 12031(A)(1), PC M12031(A)(1), PC 12025(A)(1) |
| 7:30 AM | RIM511183 | CAMPOS, JORGE | Hearing on Petition to Revoke/Modify/Terminate Probation pursuant to 1203.2(b) PC. | VC 23152(A), VC M23152(B) |
| 7:30 AM | RIM514153 | GUANILO, LUIS AUGUSTO A | Arraignment | VC M22350 |

(Figure 18)

7. After the calendar displays there are several sorting options available.

By clicking on any heading at the top of the calendar (ie. Time, Category, Case Number, Case Name, Description, Hearing) this will sort the calendar based on the heading you chose.

(For example: If you click on 'Case Number' the calendar will be sorted numerically. If you click on 'Case Name' the calendar will be sorted alphabetically, etc.)

Open Access Menu Options – Master Name Search

'Master Name Search' allows the user to search for a party name within the **local** (Western Riverside County region or Eastern Riverside County region) Civil and Criminal systems simultaneously. The Criminal system includes Felonies, Misdemeanors, and Traffic citations. The Civil system includes Civil, Small Claims, Family Law, and Probate.

1. Click on the Master Name Search button. (Figure 19)



(Figure 19)

2. Start by populating the defendant's last name. Search criteria requires entry of a complete last name with the option of entering a first and/or middle name. (Figure 20)

Master Name Search

Home Civil System Criminal System

Last Name First Name Middle Name

smith a

Search

(Figure 20)

3. The Master Name Search window provides the option to directly connect to the case whether it is located in the Civil or Criminal database. Once the search results return it will display the number of matches found in the system. (Figure 21)

Master Name Search

Home Civil System Criminal System

Last Name First Name Middle Name

smith a

Search

| Name | Month/Year Of Birth | Matches |
|----------------------|---------------------|---------|
| SMITH, AARON | 00/0000 | 29 |
| SMITH, AARON ANTHONY | 07/1976 | 1 |
| SMITH, AARON B | 05/1986 | 1 |
| SMITH, AARON BRADY | 00/0000 | 4 |
| SMITH, AARON CHARLES | 11/1972 | 2 |
| SMITH, AARON DAVID | 12/1973 | 9 |
| SMITH, AARON DOUGLAS | 03/1975 | 1 |
| SMITH, AARON ERIC | 04/1979 | 1 |
| SMITH, AARON ESAU | 11/1979 | 3 |
| SMITH, AARON G | 00/0000 | 3 |

(Figure 21)

- Click on the link in the 'Matches' column (Figure 21) that corresponds with the desired name to cause the 'Cases of a Defendant' screen to appear. (Figure 22)

| Case Number | Name | Filing Date | Charges | Next Hearing | Jurisdiction |
|---------------------------|--------------------|-------------|-----------------------------------|----------------|---------------------------------------|
| 144811AS | SMITH, AARON DAVID | 04/28/2003 | 22101D VC | None Scheduled | SUPERIOR COURT - MORENO VALLEY BRANCH |
| 255844AS | SMITH, AARON DAVID | 09/11/2006 | 21453C VC | None Scheduled | SUPERIOR COURT-TEMECULA |
| 69712CVAS | SMITH, AARON DAVID | 06/11/2007 | 22349A VC | None Scheduled | SUPERIOR COURT-TEMECULA |
| 204585AS | SMITH, AARON DAVID | 10/19/2006 | 1214.1 PC, 27315D1 VC | None Scheduled | SUPERIOR COURT - RIVERSIDE |
| 291362AS | SMITH, AARON DAVID | 05/08/2003 | 27007 VC, 40508(A) VC | None Scheduled | SUPERIOR COURT-RIVERSIDE |
| 374647AS | SMITH, AARON DAVID | 05/07/2005 | 1214.1 PC, 1214.1(A) PC, 22350 VC | None Scheduled | SUPERIOR COURT-RIVERSIDE |
| 50752CNAS | SMITH, AARON DAVID | 11/30/2006 | 1214.1 PC, 22349A VC | None Scheduled | SUPERIOR COURT-TEMECULA |
| 52704CWAS | SMITH, AARON DAVID | 10/26/2006 | 1214.1 PC, 27315D1 VC | None Scheduled | SUPERIOR COURT - RIVERSIDE |
| 56305HUAS | SMITH, AARON DAVID | 03/20/2008 | 4000A1 VC | None Scheduled | SUPERIOR COURT - RIVERSIDE |

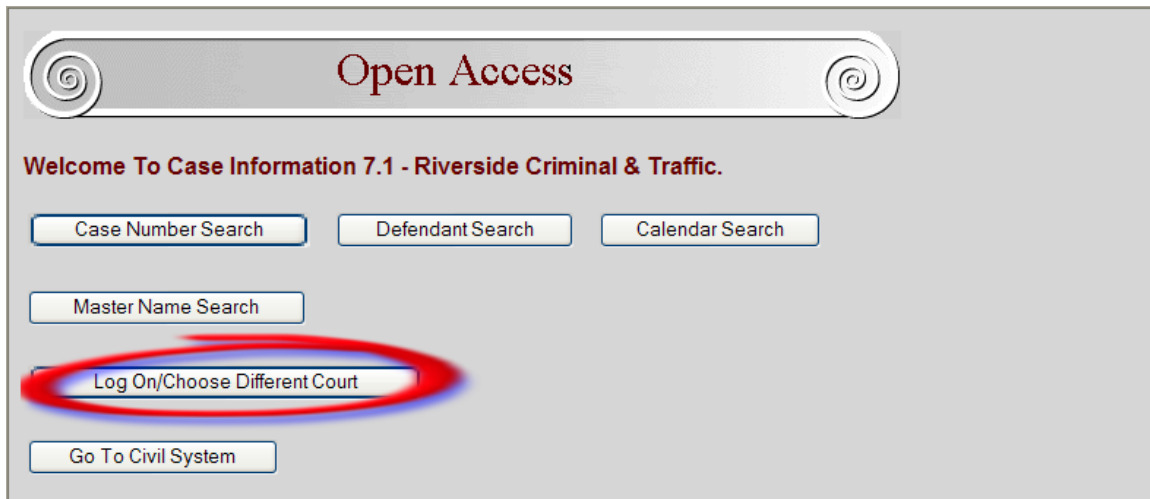
(Figure 22)

- Once the Cases of a Defendant screen appears you can click on any case number to view that case.

Open Access Menu Options – Log On Choose Different Court

Log On/Choose Different Court allows the user to change court modules. For example, if the current system you are logged into is 'C-Riverside Criminal and Traffic' you can select 'B – Desert Criminal and Traffic' and connect to the Indio data. Other options include other various old Municipal cases from with Riverside County.

- Click on the 'Log On/Choose Different Court button. (Figure 23)



(Figure 23)

2. Once the user clicks on the 'Log On/Choose Different Court' button the initial log on screen will appear again. Make your court selection from the drop down list and log in as GUEST. (Figure 24)

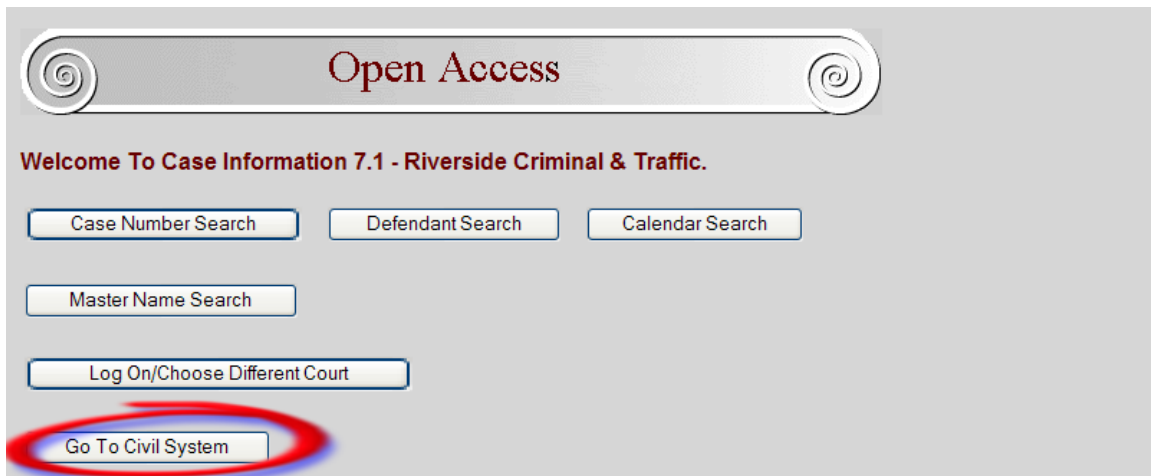
(Figure 24)

Open Access Menu Options – Go to Civil System

The 'Go to Civil System' button allows the user to change court systems.

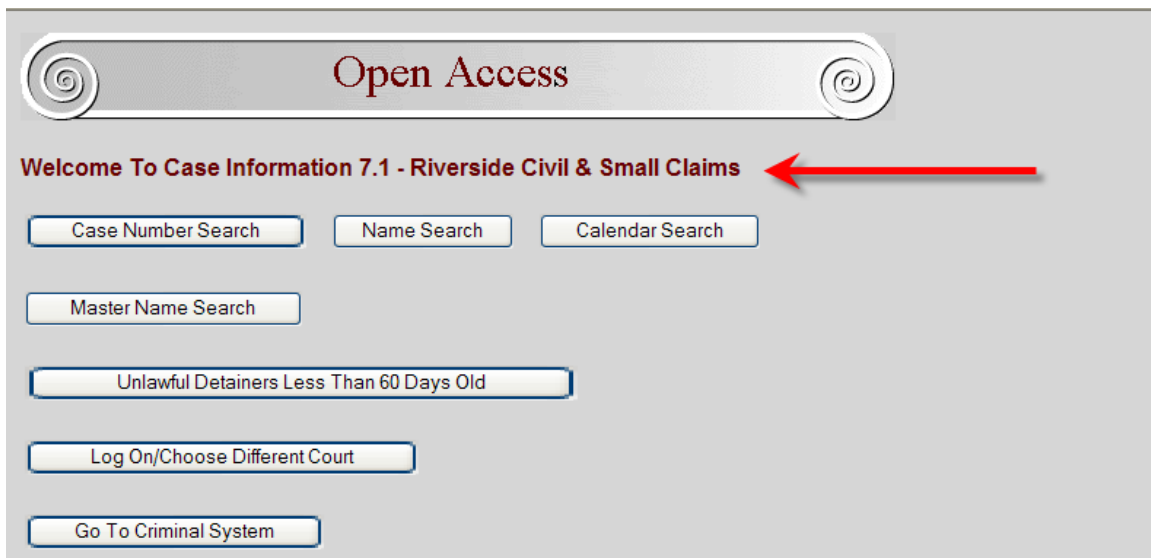
For example, if the current system you are logged into is the 'C – Riverside Criminal and Traffic' system by clicking on the 'Go to Civil System' button the user is switched to the 'A –Riverside Civil and Small Claims' system without using the log on screen.

1. Click on the 'Go To Civil System' button. (Figure 25)



(Figure 25)

3. Next, the Open Access menu options for Civil will display. (Figure 26)



(Figure 26)

Court Date Ranges

These court codes cover the following time periods for Criminal Case Information:

| Court Code | Date Range |
|---|---|
| A – Riverside Municipal Criminal | November 1989 to January 1994 – Riverside Misdemeanors |
| B – Desert Criminal & Traffic B - Corona Municipal Criminal | May 1990 to present – Indio Felonies February 1992 to January 1994 – Corona Misdemeanors September 1993 to present – All Misdemeanors (ie. Blythe, Indio & Palm Springs) July 1998 to present – All Traffic (ie. Blythe, Indio, & Palm Springs) |
| C – Riverside Criminal & Traffic C – Palm Springs Municipal Criminal | January 1990 to present – Riverside Felonies January 1994 to present – Riverside Misdemeanors January 1995 to present – Corona Misdemeanors October 1996 to present – Perris Felonies October 1996 to present – Perris Misdemeanors November 1996 to present – Banning Felonies November 1996 to present – Banning Misdemeanors December 1996 to present Hemet Felonies December 1996 to present Hemet Misdemeanors October 1998 to present – Riverside Code Enforcement Citations November 1998 to present – Mid-County Traffic Citations November 1991 to September 1993 – Palm Springs Misdemeanors |
| | |

| | |
|-------------------------------|--|
| D – Indio Municipal Criminal | November 1991 to September 1993 – Indio Misdemeanors |
| E – Blythe Municipal Criminal | November 1991 to September 1993 – Blythe Misdemeanors |